



## Church Property / Borrowed Equipment Agreement

Person assuming responsibility \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Date item(s) borrowed \_\_\_\_\_

List of item(s) borrowed \_\_\_\_\_  
\_\_\_\_\_

Location items will be used \_\_\_\_\_

Date items will be returned \_\_\_\_\_

**Please read the following very carefully and sign below.**

I agree to take full responsibility for the care and return of the item(s) listed above and will return them on or before the return date. I further understand that I will be held responsible for any items lost or damaged and that I may have to pay for the repair or replacement (current cost) of the items that are lost or damaged while in my possession.

**I have read and understand the Church Property / Borrowed Equipment Agreement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

----- OFFICE USE ONLY -----

Approved by \_\_\_\_\_ (WBC Staff Member)

Date item(s) returned \_\_\_\_\_ Checked in by \_\_\_\_\_ (WBC Staff Member)

**\*\* Staff member checking items in will complete next two lines and turn in to Church Secretary.**

1. Item(s) still outstanding:

2. Lost or damaged items:

3. Amount owed for loss / damage \_\_\_\_\_

Date notification made to borrower \_\_\_\_\_ Date paid \_\_\_\_\_